



TACP CHECKLIST EVALUATION PROGRAM

EVALUATOR

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INDIVIDUAL EVALUATION PROGRAM				
UNIT PROCEDURES				
	EVALUATIONS	YES	NO	N/A
1.	Have MQ personnel completed required training and written test? AFI 13-102 para 1.5.1			
2.	Is MQ status documented on AF Form 1098 or ACC approved form? AFI 13-102 para 1.9			
3.	Are MQ written exam results documented on AF Form 1098 or ACC approved form? AFI 13-102 para 5.5.4			
4.	Is an MQ written exam given annually? AFI 13-102 para 1.9.2.			
5.	Is the minimum passing written exam score 85%? AFI 13-102 para 5.5.3			

ELIGIBILITY ZONE

1.	Does the eligibility zone consist of the month preceding the month of the initial evaluation, the actual initial evaluation month, and the month following the actual evaluation month? AFI 13-102 para 5.4.1.			
2.	Are evaluations conducted prior to entering the eligibility zone used to establish a new zone? AFI 13-102 para 5.4.4.			
3.	Are individuals considered noncurrent if they fail to complete required training or an annual evaluation before the end of the eligibility zone? AFI 13-102 para 5.4.5.			
4.	Are individuals decertified if required training or evaluation is not conducted within 30 days after the end of the eligibility zone ? AFI 13-102 para 5.4.5.			
5.	Does the eligibility zone remain the same when subsequent annual evaluations are conducted within the eligibility zone? AFI 13-102 para 5.4.1.			

PERFORMANCE EVALUATION PROCEDURES

1.	Does an unqualified rating in a critical task result in an overall grade of UNQUALIFIED on the evaluation? AFI 13-102 para 5.6.2			
2.	Do formal evaluations require a trainee to demonstrate collective subject knowledge and task performance skills in the context of actual duty position performance in a simulated real world mission? AFI 13-102 para 5.2.3.			

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3.	Is an overall grade of UNQUALIFIED considered if a significant number of subareas are graded Q minus (Q-)? AFI 13-102 para 5.6.7			
4.	Does the commanders direct the evaluation of other items? AFI 13-102 para 6.8			
5.	Are the additional items listed on AF Form 3827 in the section titled "Other". If required, continue documenting items on AF Form 3827, PART IV, Remarks? AFI 13-102 para 7.2.1.			
6.	Is a copy of the signed AF Form 3827 forwarded to 8AF if the person is a Stan/Eval evaluator? AFI 13-102 para 7.2.4 & 7.3.6			

NO-NOTICE EVALUATION

1.	Does unit have a no-notice evaluation policy? AFI 13-102 para 5.9			
2.	Do no-notice evaluations make up at least 10 per cent of the total number of evaluations given in a calendar year? AFI 13-102 / 3ASOG SUP1 para 5.9.1.			
3.	Are no-notice evaluations conducted where the examinee receives 24 hours or less notification of an impending evaluation? AFI 13-102 para 5.9			
4.	Are no-notice evaluations counted as an annual evaluation following successful completion of a written test within 30 days (2 UTAs for ANG) of the field check? AFI 13-102 para 5.9			
5.	Does Stan/Eval ensure that initial evaluations or reevaluations are not conducted on a no-notice basis? AFI 13-102 para 5.9			

EVALUATOR SELECTION

1.	Does the SELO possess a minimum of one year ASOC or TACP experience? AFI 13-102 para 5.3.2			
2.	Does the SENCO possess a minimum of five years of ASOC or TACP experience? AFI 13-102 para 5.3.2			
3.	If not, are these requirements waived by the group commanders? AFI 13-102 para 1.19.1.			
4.	Does Stan/Eval ensure that evaluators do not evaluate personnel whom they train? AFI 13-102 para 5.3.3			



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5.	Are Stan/Eval examiners (SEEs), appointed in writing by the commander? AFI 13-102 para 5.3.4			
6.	Are copies of SEE appointments forwarded to 3 ASOG/DOV? AFI 13-102/3ASOG SUP1 para 5.3.4			
7.	Do initial SELO, SENCO, and SEEs meet the upgrade criteria prescribed in Atch. 5 of AFI 13-102 / 3ASOG SUP 1? AFI 13-102/ 3ASOG SUP 1 para 5.3.7			
8.	Are the number of appointed SEEs limited to the number necessary to administer the Stan/Eval program? AFI 13-102 para 5.3.4			
9.	Do Stan/Eval evaluators maintain MR and Terminal Attack Control certification? AFI 13-102 para 5.3.5			
10.	Does the SELO or SENCO administer all annual MR and TAC evaluations to SEEs? AFI 13-102 para 5.3.6			
11.	Does the SELO or SENCO periodically perform Stan/Eval Objectivity assessments using the evaluator evaluation checklist? AFI 13-102/ 3ASOG SUP 1 para 5.3.7.			